



**CITY OF HOLLISTER
DEVELOPMENT SERVICES DEPARTMENT
375 FIFTH STREET
HOLLISTER, CA 95023
(831) 636-4360**

Temporary Zoning Clearance Request Instructions

1. This application is applicable to vendors who are planning to set up on private property.
2. Please fill out the attached application form.
3. When submitting the application, please include a \$25.00 application fee, payable to the City of Hollister.
4. Provide a site plan of the proposed location of the temporary business site. The plan need to show the following:
 - a. The approximate dimensions of the site.
 - b. Illustrate any public right-of -ways such as streets, sidewalks and no parking signs.
 - c. The area in which your booth or sales areas will be set up.
 - d. Location of sanitation and trash facilities.
 - e. If the site is not located in the downtown area, parking off the public way must be provided and shown on the plan.
5. Be sure to include the signature of the property owner on the application and parcel number of the property. Applications without the owner's signature will not be accepted or approved. A letter of authorization from the owner is acceptable.
6. Present the approved Zoning Clearance to the Finance Department when requesting a business license.
7. Any temporary business is prohibited on City sidewalks or City street right-of-ways. This includes displaying merchandise within the City right-of-way.
8. Each vendor shall be responsible for providing sanitary and trash facilities.
9. The site must be located in an industrial or commercial zone only.



ZONING CLEARANCE APPLICATION

1. Applicant (s): _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: _____ FAX: _____
2. Property Owner (s): _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: _____ FAX: _____
3. Description of Proposed Use _____
4. Property Location & Parcel No. _____
5. Dates of Temporary Location: _____
6. Certification: The facts, maps and document submitted herewith are true, correct and accurate to the best of my knowledge. If the request is granted, I (we) agree that the provision of City and State Law will be complied with and the conditions, if any, upon which this permit is granted will be carefully observed.

Applicant's signature Date Owner's signature Date

APPLICATION WILL NOT BE ACCEPTED UNLESS SIGNED BY THE PROPERTY OWNER

STAFF USE ONLY

Zoning Clearance Approved by: _____ Date: _____

Application No: _____ \$25.00 fee Receipt No: _____

Note: Applicant must apply for seller's permit with the Finance Department. If they are out of town applicants, the fee is approximately \$225 and a need for a background check. All sales people must have picture ID's which cost approximately \$10 for each. In town, fee is \$115, however the background check may be waived.